**Advisory Committee Meeting**

April 3, 2014

Held at Matt’s Steakhouse in Rolla, Missouri

The meeting started at 10:00 a.m.

Attendees:

Heath Pickerill – Missouri LTAP

Doreen Harkins – Missouri LTAP

Kristi Barr – Missouri LTAP

Nicole Annis – Missouri LTAP

Sean McGonigle – Missouri Association of Counties

Bill Stone – MoDOT, Construction & Materials Division

Skip Wilson – MoDOT, Northeast District

Stuart Haynes – Missouri Municipal League

Jonathan Gano – City of Springfield, Missouri Chapter APWA

Batina Dodge – Scotland County

**Welcome & Introductions**

Heath welcomed everyone and thanked them for attending. He had each committee member introduce him/herself. He welcomed the new committee members, Jonathan Gano and Batina Dodge. Jonathan is the Assistant Director of Public Works for the City of Springfield and also represents the Missouri Chapter APWA. Batina is the County Clerk for Scotland County and also represents the Missouri Association of County Clerks and Election Authorities (MACCEA).

**Update**

Heath gave an update, which included the following items:

1. MoDOT District Ambassadors’ Meeting was held on December 4, 2013
   * The following suggestions were made:
     + - New class ideas included CPR training and Blood Bourne Pathogens
     + Add area engineers to the contact list
     + Connect calendar trainings on website with the training fliers
2. Training summary:

* Class attendance increased in 2013. There were a total of 197 classes compared to 187 in 2012. There were 162 Missouri LTAP courses compared to 134 in 2012.
  + To date in 2014, there are 21 Level 2 courses scheduled
  + The class size average has been about 35-40 people
    - ADA classes are going very well; 12 classes are scheduled for first half of the year; the class was adjusted to be more applicable for MoDOT and local governments
    - LPA classes remain very popular; this is the 2 year refresher
  + Classes in the northern half of the state are picking up due to Linda Webb soliciting attendance
* The following are new classes for 2014:
* Confined Spaces
* Trenching & Shoring
* Bucket Truck Operation & Safety
* Forklift Operation & Safety
* Introduction to Materials: Concrete, Asphalt & General Materials
* Snow and Ice Control and Equipment Operation & Safety were updated for 2014

1. The Road Scholar Program continues to have several new graduates. We now have 154 Level I graduates and the first Level 2 graduate, Wayne Turner of Webster County. There are 444 participants representing 49 agencies.

* The top agencies in terms of the number of Road Scholars include: Boone County, Joplin Special Road District, and Jasper County
* Doreen sends Road Scholar reports at least twice each year, which helps generate more classes/attendees

1. The 2014 proposed budget was discussed.

* Fees are a little late coming in at the beginning of year
* There is no NUTC 1:1 match this year
* Bill Stone will provide close-out information for 2013 budget

1. Operational challenges in the MO-LTAP office.

* Nicole will graduate in May or August; she currently handles the newsletters, website, marketing publications, videos, etc.
* We have to find a replacement for her. The challenge is most graduate students will only be here for two years.
* Another option is to share an administrative position with another department
* We mailed a series of eight posters to each county and the cities enrolled in the Road Scholar Program. We plan to send 8-1/2”x11” sets to all other cities.

**Discussion**

The following topics were discussed:

1. Training Development ideas

* Introduction to Materials has been offered twice with a great response. The following suggestions were made:
* Look into advertising the class to contractors because they need material inspection
* Consider covering the quality control of aggregate
* Consider offering the class at the MACTO Conference in October
* We are working on POST Certification for Defensive Driving and Work Zone for Emergency Responders
* We are exploring DNR certification for Trenching and Shoring (IP) and Confined Spaces (IP)
* We are considering OSHA credit for Level 2 courses
* It might be beneficial in terms of marketing
* However, it may be more beneficial for contractors and private agencies
* OSHA 10 hour would be a lot of paperwork
* The Advisory Committee felt it is not beneficial for local government agencies but could generate income from contractors
* Leadership & Workforce Development Series (Road Scholar Level 3)
* A brochure was sent in late January to about 1,000 contacts, which included county clerks and city administrators
* Road Scholar Level I changes
* The current fee of $35 per person since January 2013 will be increased slightly to $40 in January 2015
* It was discussed whether it makes sense to adjust the time from 8:00 a.m. – 12:00 p.m. to 10 a.m. – 3 p.m. and include lunch to be in line with Level 2 and Level 3 classes. The benefits include decreased reimbursement costs to instructors because staying overnight is eliminated and it gives agencies that are traveling more time in the morning.
* The committee suggested discussing the option with the Road Scholar Committee and then bringing it up again at the Fall Advisory Committee meeting.

1. The Missouri LTAP website was revamped in 2013; however, it kept getting hacked, so it is being reformatted to be housed on the University server. It will have a slightly different look but will be more secure.

* It will include Missouri LTAP training video clips. A recent video clip of the Introduction to Materials class held at Boone County Public Works was previewed. The Committee suggested having Greg Eddington and the Presiding Commissioner of Boone County talk about why the Road Scholar Program is important to them.

1. The National LTAP/TTAP Conference will be held in St. Louis on July 21-24.

* Being hosted by Region 7: Missouri, Iowa, Nebraska, Kansas, North Dakota, South Dakota, Colorado, Montana and Wyoming.
* Hilton at the Ballpark giving a government rate ($104 per room)
* Opening speaker is confirmed; Kevin Ward and Pete Clogston with FHWA Missouri division
* John Miller will forward Heath contact information for the State Highway Patrol Troop C to present the colors
* Bill is working on confirming IT support from the MoDOT St. Louis district office
* Heath said there is still a need for help with registration. The other LTAP centers are supposed to offer some help.
* Heath will send John Miller the information for sponsors/vendors. Local/regional companies can get a table for $500, and national companies are $1500
* Mike Geisel and Gary Scheipeter have confirmed that they will help with advisory committee breakout session.

**Program Development & General comments**

The meeting concluded with program development ideas and closing comments from each committee member.

* 1. The 2014 fall Advisory Committee meeting will be held at the MACTO Conference on October 21 from 9:00 a.m. - 12:30 p.m.
  2. MACTO will start having regional meetings. It was suggested that we make a connection for Missouri LTAP with the MACTO regional meetings.
  3. MML wants to put out more information about Missouri LTAP

**Action Items**

* + - 1. Create a state map of where participants are attending.
      2. Keep MML updated on the Road Scholar Program. They want to continue running articles on any cities that have Road Scholar graduates.
      3. Get on the agenda for the County Clerks Conference.
      4. Bill Stone will check on the new MoDOT contractor’s regulations to see if it should be included in the next newsletter.

The meeting adjourned at 1:30 p.m.